



FAIRFAX COUNTY

Department of Public Works and Environmental Services
Office of Site Development Services
12055 Government Center Parkway
Fairfax, Virginia 22035-5503

V I R G I N I A

September 13, 2002

02-17

TO: All Architects, Builders, Contractors, Developers, Engineers and Surveyors

SUBJECT: Street Acceptance Procedures

The following guidelines are provided to facilitate the acceptance of streets into the State's secondary roadway system for maintenance.

CE -7 Package:

The initial step that must be performed as part of the process to obtain acceptance of a street into the State's system for maintenance is the Virginia Department of Transportation's (VDOT) approval of the CE-7/Utility Package (CE-7 package). Fairfax County will provide the developer with a letter addressed to VDOT when the physical improvements within the dedicated right-of-way (ROW) are complete. The CE-7 packages will only be accepted for review by VDOT if a copy of this letter is included with the package. The developer must include a sealable envelope or container in which the entire package will be placed following VDOT's approval. VDOT will stamp or initial the sealed CE-7 package to indicate that it has been approved. The original copy of the Utility Checklist Form that is signed by VDOT should not be placed in the sealed package. The approved Utility Checklist Form must be provided to the County site inspector as part of the first submittal of the street acceptance package. It is important to note that the developer is responsible for ensuring the CE-7 package remains sealed. Opened packages that are submitted with the final street acceptance package may be subject to a new review by VDOT.

Finally, please note that the County will not accept CE-7 packages unless they are submitted as part of the final submittal street acceptance package. The final submittal street acceptance package should not be submitted to the site inspector until the street inspection has been approved by VDOT. All of the documents identified on the final street acceptance package should be submitted in one package to the site inspector following his/her request for the information, or after VDOT has informed the County that all of the physical improvements within the right-of-way are complete and acceptable.

First Submittal of Street Acceptance Package:

Following VDOT's approval of the CE-7 package, all of the documents identified on VDOT's First Submittal Street Acceptance Package For Review Checklist shall be provided to the County site inspector for review and approval. VDOT has indicated that street acceptance packages will only be accepted from staff of the County's Environmental and Facilities Inspections Division. County staff will review the first submittal of the street acceptance package for completeness before submitting it to VDOT for final review and approval. In order to expedite this process, the County is requiring that all documents and

information identified on the First Submittal Street Acceptance Package For Review Checklist be submitted in a single consolidated package to the site inspector. It is important that individuals and firms that prepare and submit street acceptance packages ensure that all the documents identified on the review checklist are included in the package, and that they are complete and accurate. The entire package will be returned to the submitting agency with a list of deficiencies if the package is incomplete and/or contains inaccuracies. If the package is determined to be complete and accurate, County staff will request a meeting with VDOT to review the first submittal of the street acceptance package. The first submittal package must be reviewed and approved by VDOT before a field inspection will be scheduled and conducted by the VDOT inspector.

Geotechnical and Compaction Data:

As a reminder, a complete package of all geotechnical and compaction data for work performed within the dedicated right-of-way (ROW) is required with the first submittal of the street acceptance package. All tests and certifications should be included for work performed within the ROW. Tests and certifications for items outside the ROW must not be included. Due to the amount of time it takes to evaluate the geotechnical reports, submittal packages that contain test or inspection results for work outside the ROW will be returned to the developer. The compaction data should be submitted in the order in which the streets were constructed. For example, the report should be prepared such that the fill and/or subbase soil and compaction data appear first, and then proceed all the way through the certification and compaction results on the final asphalt layer. All geotechnical packages submitted to the County must also include a signed and sealed copy of the attached Site Construction Testing and Sampling Final Report of Inspections form.

Your cooperation in following the guidelines above will assist VDOT and County staff in processing street acceptance packages.

If you have any questions regarding the street acceptance process for a specific project, please contact the County site inspector assigned to that project. General street acceptance questions may be referred to the Environmental and Facilities Inspections Division at (703) 324-1950.

Sincerely,

SIGNATURE ON ORIGINAL

Michelle Brickner, Director

cc: Dorothy Purvis, Engineering Manager, Fairfax Permits, Virginia Department of Transportation
Craig Carinci, Director, Environmental and Facilities Inspections Division, Office of Site
Development Services, DPWES